



MINUTES OF THE PRE-BIDDING CONFERENCE FOR THE PROJECT:
Concreting of Road and Parking Area with Curbs and Gutter at Coffee Processing Center

Present were:

Dr. Camilo A. Polinga	- Chair
Dr. Ma. Agnes P. Nuestro	- Member
Engr. Renato B. Cubilla	- Member
Engr. Roslyn P. Peña	- Member
Engr. Cene M. Bago	- Member
Engr. Efren R. Rocillo	- TWG Chair, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Larry E. Rocela	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Engr. Ronald P. Peña	- TWG Member, Infrastructure Projects, Construction and Electrical Supplies and Equipment
Ar. Marnellie N. Gatdula	- Staff, Physical Plant Services
Mr. Guillermo P. Desenganio	- End-user/ In-charge, OBA
Ms. Michelle A. Santos	- BAC Secretariat
Ms. Erla F. Matel	- BAC Secretariat

Prospective Bidders

Mr. Noel Galansera	- Representative, RDF Construction & Supply
Mr. Ruel T. Limbo	- Representative, Jemak Construction & Supply
Mr. Edwin B. Calusin	- Representative, Jemak Construction & Supply
Mr. Alexander S. Manalo	- Representative, IVY Construction
Mr. Placido E. Avilla	- Representative, IVY Construction
Mr. Dindo F. Mojica	- Representative, N. B. Avila Construction
Mr. Roldan A. Suan	- Representative, Zudaki Construction and Trading

The pre-bidding conference for the **Concreting of Road and Parking Area with Curbs and Gutter at Coffee Processing Center** held at BAC Office, Administration Building, Cavite State University, Indang, Cavite on November 5, 2019 was called to order at 3:20 pm, and was presided by Dr. Camilo A. Polinga, Chair of BAC for Infrastructure Projects.

Five (5) prospective bidders attended the pre-bidding conference, namely: RDF Construction & Supply, Jemak Construction & Supply, IVY Construction, N.B. Avila Construction and Zudaki Construction and Trading.

Dr. CA Polinga presented a brief background of the project.

- The ABC of the project is Two Million Five Hundred Ninety-One Thousand Nine Hundred Eighty-Seven Pesos & 89/100 (₱ 2,591,987.89)
- The project duration is 90 calendar days.

The scope of the project are as follows:

- The project covers concreting of the road and parking area of the Coffee Processing Center.
- The project has a total area of 1,261 sq.m.
- Thickness: 5 inches
- Ready-mix concrete shall be used with 3500 psi.
- Includes pavement markings and traffic paints.
- The parking area will accommodate standard vehicles.

Dr. CA Polinga emphasized that CvSU BAC is strictly implementing the rules and regulations stipulated in RA 9184 regarding eligibility documents, technical documents and

financial documents. He stressed the following documents that should be included in the bidding documents:

- Bidders must secure a **Certificate of Appearance** from the end-user or Physical Plant Services, which serves as proof that they conducted a site inspection of the project and have an **Affidavit of Site Inspection**, which is duly notarized. These should be included in the Technical Envelope. Absence of these documents shall be ground for technical disqualification.
- The prospective bidders were informed to submit the duly filled-out **Bill of Quantities** issued by the Committee with the Scope of Work, **which bear the signature of the BAC Chair**. The amounts on the BOQ may be handwritten or typewritten.
- Statement of all **ongoing and completed** government and private contracts, including contracts awarded but not yet started. Bidders must have an experience of having completed a **Single Largest Completed Contract (SLCC)** that is similar to the project, equivalent to at least fifty percent (50%) of the ABC within the last ten (10) years.
- All technical questions and clarifications regarding the project shall be entertained through the Secretariat, which may be sent via email, and shall be forwarded to the TWG. The deadline for the queries is on **November 11, 2019**. The TWG will answer all the technical questions which shall form part of the Bid Bulletin. The Bid Bulletin will be available to all prospective bidders and can be downloaded from the PhilGEPS website.
- Non-discretionary pass/fail criterion will be used in the examination of bids. The validity of submitted documents will be verified during the post-qualification procedure.
- All bidding documents should be signed by the authorized signing official.
- Prospective bidders were advised to ensure the completeness of the documents to avoid disqualification.

Queries

- When can the site inspection be conducted
- If there were trees to be cut
- The necessity of having a geodetic engineer
- Elevation of the road and parking area
- If there were existing pipelines and drainage

Dr. CA Polinga informed the prospective bidders that a site inspection may be done immediately after the conference.

Architect MN Gatdula informed the prospective bidders that there were no trees to be cut, and no need for a geodetic engineer. With regard to elevation, only correction works will be done. The elevation shall follow the slope of the existing pavement from Rolle Hall. There was no existing drainage but there was a pipeline installed between Rolle Hall and the lagoon area.

Packaging of Bids

Dr. CA Polinga reminded the prospective bidders that documents to be submitted should be arranged accordingly based on the Checklist of Bidding Requirements (Eligibility, Technical, and Financial Documents) **preferably with corresponding tabs**.

The documents to be submitted must be secured in a sealed envelope marked "TECHNICAL DOCUMENT (first envelope)" and "FINANCIAL DOCUMENT (second envelope)" and must be contained in one sealed envelope marked "ORIGINAL COPY". The FIRST ENVELOPE and SECOND ENVELOPE should each have two duplicate copies. These duplicate copies shall also be packaged in another envelope marked "COPY 1" for the first duplicate copy while "COPY 2" for the second duplicate copy. The ORIGINAL COPY, COPY 1, and COPY 2 sealed envelopes must be packaged altogether in one mother envelope.

Submission of Bids

The bidding conference for the project is scheduled on **November 19, 2019**. All bids should be submitted on or before **2:00 pm** on the scheduled date of bidding. Late bids shall not be accepted.

There having no more remaining topics for discussion, the pre-bidding conference was adjourned at 4:30 pm.

Prepared by:


MICHELLE A. SANTOS
BAC Secretary

Approved by:


CAMILO A. POLINGA, PhD
Chair, BAC for Infrastructure Projects